

Student Group Constitution

1.0 **Definitions**

1.1 “The University” shall mean City, University of London.

1.2 “The Union”, “Students’ Union” or “City Students’ Union” shall mean City, University of London Students’ Union.

1.3 “Student Group” shall mean the below named student group authorised by and organized on behalf of City, University of London Students’ Union.

1.4 “Trustee Board” shall mean City, University of London Students’ Union Trustee Board

1.5 “Committee” shall mean the elected Core-Committee of this Student Group (i.e. President, Finance Officer and Communications Officer).

1.6 “Sub-Committee” shall mean any additional committee members of the Student Group outside of the Core-Committee.

2.0 **Student Group Name**

2.1 The full constitutional name of this or Student Group shall be: City Students’ Union or City <insert Student Group name>

2.2 This Student Group is a Society / RAG Association / Media Outlet \*

*(\*delete as appropriate)*

3.0 **Objects**

3.1 The aims of this Student Group are:

* Aim 1
* Aim 2
* Aim 3

Insert 1-3 aims for your Student Group. You may seek advice from the Union before establishing your aims. Your group must have at least one aim.

4.0 **Membership**

4.1 Any full member of the Union shall be eligible to become a Standard Member of the above named Student Group subject to payment of the annual membership fee.

4.2 Standard Membership is open to current University students who have not opted out of membership to City Students’ Union.

4.3 Only Standard Members may stand and vote in Student Group elections.

4.4 Associate Membership is open to those who are not full members of the Union but fall into one of these categories only:

4.4.1 University students who have opted out of being a Union member

4.4.2 University Alumni members

4.4.3 University Staff

4.4.4 Current students or staff members from other UK Higher Education Institutions or Universities and City, University of London Partner Institute

4.5 There shall be the following classes of membership available for this Student Group. No other type of members shall be offered.

4.5.1 Ordinary Membership set at £ X

4.5.2 Associate Membership set at £X ( delete if not applicable)

5.0 Committee Structure

5.1 This Student Group shall be administered by an annually elected Committee which shall have the following roles.

* President
* Finance Officer
* Communications Officer

5.1.1 Elections for the committee shall be ran by the Students’ Union through an online voting system.

5.2 Associate Members may not be on the Committee.

5.3 Term of office shall begin on 1st September until the subsequent 1st July.

5.4 Additional committee positions may be added to the committee structure. These will be Sub-Committee positions.

5.4.1 Sub-Committee positions can be agreed to be added to the committee structure by the Core-Committee or can be put forward in a motion at a General Meeting by Student Group members should the Student Group member(s) feel the committee need some extra support.

5.4.2 Sub-Committee positions may be either appointed or voted in by the Student Group through an elections process not run through the Students’ Union.

5.5 The full committee structure for the Student Group will be as follows:

* President\*
* Finance Officer
* Communications Officer
* Insert Sub-Committee positions here or delete if not applicable
* Insert Sub-Committee positions here or delete if not applicable
* Insert Sub-Committee positions here or delete if not applicable

*\*May be titled ‘Station Manager’ or ‘Editor’ in the case of a Student Media Outlet*

6.0 Formal Meetings

6.1 Formal meetings shall consist of the following: a General Meeting, Annual General Meeting and an Extraordinary General Meeting.

6.2 A minimum of two formal meetings shall take place per academic year. One of these shall be an Annual General Meeting.

**7.0 Removal of Committee Members**

7.1 A Committee member may be removed from office following a motion of confidence with 2/3rd majority vote at a formal meeting.

7.2 The Committee member is no longer eligible for the position.

7.3 The Committee member resigns. Resignation is to be put in writing to the Student Group’s Coordinator and rest of Committee.

7.4 The Union has the power to remove a committee member if breaches to this constitution and/or Union regulations occur.

7.5 Removal of Sub-Committee positions will follow the same processes as removal of Committee Members with the addition of the position no longer being needed for the Student Group (e.g. end of a project that the Sub-Committee position was created for).

**8.0 Elections**

8.1 Committee members will be elected on an annual basis via an online election run by the Students’ Union.

8.2 All elections (including elections of Sub-Committee elections) must be administered by secret ballot.

8.3 Only fully paid Standard Members may stand and/or vote in an election.

8.4 Elections will be managed in accordance to Union regulations and procedures.

**9.0 Accounts**

9.1 All accounts will be managed in accordance with Union regulations and procedures.

9.2 The Student Group may apply for funding from the Union following the appropriate regulations and procedures and that it qualifies to do so.

9.3 The Finance Officer is responsible for reporting on the Student Group’s accounts to the members and the Union.

**10.0 Union Policies, Procedures and Regulations**

10.1 All members of this Student Group shall abide by all Union policies, procedures and regulations.

**11.0 General**

11.1 The Union has the power to suspend the Student Group and to impose financial or activity limiting sanctions.

11.2 This constitution replaces the last recorded and signed constitution for the above named Student Group.

**12.0 Amendments to the Constitution**

12.1 This constitution may only be amended by the Student Group by a resolution at a formal meeting with a 2/3rds majority vote and ratification by the Student Group’s Coordinator.

12.2 This constitution may be amended by the Union should it be required to do so at any time.

**13.0 Dissolution of Student Groups**

13.1 The named Student Group shall be dissolved following an instruction from the Trustee Board that it must be dissolved and/or as a result of a 2/3rds majority vote of its Standard Members in a secret ballot at General or Annual General Meeting.

**14.0 Interpretation**

14.1 Any matter not provided for in this constitution, or any questions over the interpretation of it shall be dealt with by the relevant elected City Students’ Union officer and/or the Student Group’s Coordinator whose decision will be final.